

PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
August 18, 2015
2:00 PM

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College Board of Governors was held on August 18, 2015, beginning at 2:00 PM in the Falcon Center Board Room.

Board members present were:

Chairman Jim Griffin, Linda Aman, Memori Dobbs, Kyle Hamilton, Earl McConnell, Barbara Pavel-Alvarez, Rick Pruitte, Sharon Shaffer, and Warren 'Chip' VanAlsburg,

Board members absent were:

Jeff Tucker. Also, one Board of Governors Member position and one Student Government Representative position are vacant.

President's Cabinet members present were:

Interim President Dale Bradley, Steve Leach, Rob Linger, Paul Schreffler and Cyndee Sensibaugh

Faculty and staff were also in attendance.

Oath of Office Administered to New Board Member

Prior to the start of the Board of Governors meeting the 2015-2017 Classified Staff Council Representative, Memori Dobbs, was officially sworn in by Notary Public, Cyndee Sensibaugh.

Call to Order and Call for Public Comment

Chairman Jim Griffin called the meeting to order at 2:00 PM and announced last call for public sign up for comments to the Board.

Approval of Minutes

The minutes of the Board of Governors meeting held on June 17, 2015 were presented for approval. Sharon Shaffer offered a motion to approve the minutes, as presented. Kyle Hamilton seconded the motion. All agreed. Motion passed.

Special Recognitions/Presentations

- 🏆 Rob Linger, CIO, recognized his new staff members. Paige Buckhalter – Web Master, Reno Castelli – temporary position in System Management, and Dennis Mason – student intern at the IS Help Desk.

President's Report

Interim President Dale Bradley deferred his report.

Operation Reports

- 🏆 *Office of Public Safety Report:* Chief Jack Clayton reported that with the start of the school year, parking has been congested and temporary parking has been set up at the football parking lot. Adding to the congestion is the lot on Locust Avenue has not been completed by the highway department. Some warning citations have been issued to those parking in handicapped spots. A few employees have not had their parking permits activated, but this is being handled. An officer is stationed at the parking lot gate in the mornings to assist student and staff.

Emergency response plans are continuing to be developed at each institutional location and the Public Safety staff will be meeting with city officials to coordinate these efforts. Meetings have been held with the Braxton County Police Department and the Monongalia County School Board. The Physical Plant Occupational Safety staff is working with the Safety and Security team on this matter.

There has been a high rate of personnel turnover, and new staff is being hired. A new officer begins in September, one officer is at the police academy and one is slated for December graduation.

A question was asked of Chief Clayton to give an update on the status of campus security cameras. Chief Clayton stated that a meeting has been scheduled to look at maintenance and the installation of 200 online cameras. Cameras will be working at each entrance and exit.

Committee of the Whole

- *Financial Report - Informational*

Dale Bradley provided a summary of the report on the Pierpont Community & Technical College Unrestricted and Restricted Funds and Fund Manager Budgets for the current

budget and year-to-date actual as of May 31, 2015 and June 30, 2015. Complete details were provided in the August 18, 2015 Board of Governors Book.

- *Resolution to Accept the Five Year Program Review for Business AAS Degree Program – Action Item*

Prior to this Board meeting, Provost Leslie Lovett provided the Business AAS Degree Five-Year Program Review documents electronically to the Board. In absence of Provost Lovett, Dean Gerald Bacza brought forth a resolution to approve the Five Year Program Review for the Business AAS Degree Program and continuation of this program at its current level of activity. The Business AAS Degree Program viability has been reviewed by the Program Advisory Board, faculty, Dean of Business Aviation and Technology, Vice President of Academic Affairs, and the Interim President.

Dean Bacza noted that the name of the program was changed from AAS in Business Technology to AAS in Business. Three tracks were identified within the program, including Accounting, Business Management and Office Administration.

Sharon Shaffer presented a motion to approve the five-year program review report for the Business AAS Degree Program and to continue the program, as presented, at its current level of activity. Rick Pruitte seconded the motion. All agreed. Motion carried.

Committee Reports

➤ *Audit/Finance Committee*

Kyle Hamilton, Committee Chair, and Mr. Dale Bradley, Interim President/CFO, presented the report.

📌 *Approval of the FY 2017 State Appropriations Request*

A resolution was presented for approval of the FY 2017 State Appropriations Request. Recommendations were made by the WV State Budget Office and directions were provided by the WV Higher Education Policy Commission for submission of the FY 2017 base budget to be prepared at no more than the FY 2016 base budget of \$7,530,634. Therefore, upon Board approval, Pierpont will submit the FY 2017 State Appropriation Request at 100% of the FY 2016 base budget. A complete summary was provided to the Board as a handout at the meeting and online at the Pierpont website in the August 18, 2015 Board book.

Earl McConnell presented a motion to approve the FY 2017 State Appropriations Request, as presented. Linda Aman seconded the motion. All agreed. Motion carried.

☛ Approval of the FY 2017 Capital Appropriations Request

A resolution was presented for approval of the FY 2017 Capital Appropriations Request. This request is evaluated by the State CTCS (HEPC) staff and is placed on a state-wide CTCS (HEPC) prioritized list for funding. Pierpont and Fairmont State are required to submit separate and unduplicated projects; however, the institutions Separation of Assets Agreement require joint responsibility for all co-owned Education and General Buildings. Therefore, the submissions are being reviewed and approved by each institution's governing board. A complete summary was provided to the Board as a handout at the meeting and online at the Pierpont website in the August 18, 2015 Board book.

Kyle Hamilton presented a motion to approve the FY 2017 Capital Appropriations Request, as presented. Barbara Pavel-Alvarez seconded the motion. All agreed. Motion carried.

➤ *Marketing Committee Report*

Barbara Pavel-Alvarez, Committee Chair, provided handouts on the Marketing and Media Schedule for 2015-2016 and Marketing/Media Schedule Talking Points.

➤ *Regional Academics Committee Report*

No report.

Executive Session

At 2:29 PM a motion was made by Sharon Shaffer that pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Linda Aman seconded the motion. All Agreed. Motion carried.

Exiting Executive Session

At 3:57 PM, the Board exited Executive Session.

Items Brought Forward from Executive Session

- A. Modification of the Appointment of the Interim President of Pierpont Community & Technical College to the Permanent Interim President – Action Item

A call for a motion was brought forward from Executive Session to amend that Mr. Dale Bradley; currently serving as the temporary Interim President of Pierpont Community & Technical College from June 18, 2015 until September 1, 2015, will

now serve as the permanent Interim President until at which time a new President is selected. A national search for the next President will be conducted.

Kyle Hamilton presented a motion to accept Mr. Dale Bradley as the permanent Interim President of Pierpont Community & Technical College until at which time a new President is selected. Chip VanAlsburg seconded the motion. All agreed. Motion carried.

B. Approval to Empower the Interim President to Address Internal Department and Staffing Changes

A motion was made by Earl McConnell to empower the Interim President to incorporate internal department and staffing changes due to the departure of the Associate Vice President of Student Services and the Interim Registrar. The motion also includes the authorization to create a new Assistant Provost position through an internal search. Kyle Hamilton seconded the motion. All agreed. Motion carried.

New Business

🕒 **Organizational Restructuring and Student Services Transitional Plan**

President Bradley gave a presentation on the restructuring and transition of the Student Services Center due to the expected departure of the current Associate VP of Student Services and the recent departure of the Interim Registrar.

The Associate VP of Student Services will transition into the Assistant VP of Enrollment Management. The Registrar/Bursar position will report to the Assistant VP of Enrollment Management. A new Assistant Provost position will be created by conducting an internal search.

🕒 **Chairman Griffin announced upcoming events and conferences. Board members were encouraged to attend.**

Old Business

No old business.

Public Comment

No signatures were recorded.

Adjournment and Next Meeting

The next regularly scheduled Pierpont Board of Governors meeting will be held on September 15, 2015 at 2:00 PM in the Falcon Center Board Room.

There being no further business, the Chairman called for a motion to adjourn the meeting. Kyle Hamilton offered a motion to adjourn. Rick Pruitte seconded the motion. All agreed. Motion carried. The Board meeting was adjourned at 4:22 PM.

Respectfully submitted by Cyndee K. Sensibaugh